Andrea M. Finnin

77 Massachusetts Ave, W91-203H Cambridge, MA 02139

[andreaf@mit.edu](mailto:andreaf@mit.edu)



Please bring this form and a current, government-issued, picture ID to MIT’s Atlas

Service Center <https://atlas.mit.edu/atlascenter/>

The Atlas Service Center is located on the first floor of E17, in room 106. The street address for the Atlas Service Center is 40 Ames St. Cambridge, MA.

Background check walk-in hours are:

**Tuesdays and Thursdays 10:30AM – 12:30PM**

**Wednesdays 9:00AM – 5:00PM** (*no NH driver’s license checks or international checks this day*)

Applicant Name:

Sponsoring Department/Program: Educational Studies Program, Summer HSSP

Authorizer:

Please Circle the Reason for This Check:

New Hire Volunteer Transfer

Please Circle One of the Following for Paid Positions (hired or transferred):

Annual Salary is Less Than or Equal to $75K Annual Salary is More Than $75K